

CITY OF MENASHA
IT Steering Committee
Council Chambers, 3rd Floor, City Hall
July 23, 2008

MINUTES

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1. CALL TO ORDER

Meeting called to order at 8:15 AM by CHAIRMAN Wisneski.

2. ROLL CALL/EXCUSED ABSENCES

Present: CHAIRMAN Wisneski, AP Beckendorf (8:30), COMP Stoffel, HR Specialist Taubel, ITMgr Lacey, PC Stanke and PWS Jacobson

Also Present: MAYOR Merkes, CC Galeazzi (10:15), ITSupv James, PL Brunn, CD Clerk Heim (10:15), M Admin Asst Sewall (10:15), Mr. Larry Schmitz of Schenck Technology Solutions and Joanne Roush

3. MINUTES TO APPROVE-MINUTES & COMMUNICATIONS TO RECEIVE

A. [Approval of minutes of June 18, 2008 IT Steering Committee Meeting.](#)

Motion by ITMgr Lacey, seconded by PC Stanke to approve the minutes of the June 18, 2008 IT Steering Committee meeting. Motion carried.

4. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

A. [Committee monthly update on status of projects/operations/costs.](#)

ITMgr Lacey spoke about the progress on the Fleet/Fuel project for Public Works, the new charting software developed to replace the "Champs" system for Public Health, and the Offender/Trac/Mug Shot/Booking program at the Police Department. This last project was very important because the system in use no longer had any technical support and data was being corrupted every other month and would have cost \$20,000+ to replace. The City is utilizing Winnebago County 's Print/Track software and PC Stanke personally thanked ITMgr Lacey and ITSupv James for all their hard work in getting the system running. Next will be a digital auto recording project which can be saved as an MP3 file for storage in the directory of Police media files. August 1st is the training date on the Offender/Trac software. A wireless network with remote hubs in the schools which will allow squads to have access to video is planned for 2010-2011. Video recordings of the Council meetings could be put onto the City website and this will be displayed at the next IT Steering Committee meeting.

5. ACTION ITEMS

A. Committee discussion and recommendation on request to have a link placed on the City Website.

ITMgr Lacey explained that to set up a link on the City's website requires minimal effort. The discussion then centered on if this would be a good idea. Discussion on what should be allowed on the City website occurred. Motion by ITMgr Lacey, seconded by PC Stanke to not have the requested link appear on the City website. Motion carried.

B. Committee discussion and recommendation on continuing with NOVUS AGENDA Software. 8:30 Conference Call with Jay Vickers. Support Manager(Co-Owner)

The Committee entered into a conference telephone call with representatives of NOVUS AGENDA (Jay Vickers) at approximately 8:30 AM . The discussion started off with trying to correct compatibility issues with the APPLE computer. There is no definite timeline for when this will be fixed but Mr. Vickers will get back to ITSupv James with a timetable.

Next the Committee wanted to discuss code issues. Code releases are six months apart even if they have located the problem. Mr. Schmitz commented that there are fixes and enhancements. Fixes should be released immediately; enhancements on the longer release schedule. Also the way an agenda is compiled in the City is not the way the software is created to compose the agenda. It has to go through several review processes which the City does not do. It would also require anyone that has authority to add an agenda item to learn how to use the software. Mr. Vickers asked for more information on how agendas are created for various committees in the City. COMP Stoffel commented that always having to start from the beginning for every agenda is time-consuming. There are always some items that will be on every agenda; roll call, adjournment, etc. so there should be more templates for that. PC Stanke commented that using this software for agendas and minutes is supposed to make the job easier, not harder. The Committee then reviewed the positives of NOVUS AGENDA: search feature, attachments, archiving, and negatives, only one agenda format, three approvals for agenda items. ITSupv James was prepared to discuss two other software products that could be a replacement for NOVUS AGENDA. One was QUESTYS and also using a GOOGLE search on our own website and revert back to using MICROSOFT to create minutes and agendas. This option would result in one long packet document; you could not pick and choose single attachments as you can with NOVUS AGENDA. CHAIRMAN Wisneski felt that the agenda title did not cover the area ITSupv James was going into and so further discussion on this agenda item was halted.

C. Committee discussion on contracting with Sungard/HTE to provide financial and payroll software service.

After a brief discussion, motion by CHAIRMAN Wisneski seconded by COMP Stoffel to support a move from the WPPI Solomon financial software to the Sungard/HTE financial software. Motion carried.

D. Committee review of process currently in use for processing excavation permits.

PWS Jacobson opened the discussion on how it had been requested to have the street excavation permits processed electronically. His concern was that there was no input from all parties affected. ITSupv James responded that he had responded to the request made. If there was to be a larger review of the process, that should be taken up by the Department Head who should then explain what the end result should be. Projects must come from Department Heads , requests come from other staff. If the entire process was to be changed, that discussion should have taken place in the Public Works Department

first and then the IT Department should be brought in to make the necessary changes. This item will be brought up at the next Department Head meeting for further discussion.

E. Committee discussion on 2009 Community Movie Project

AP Beckendorf explained to the Committee that this company would put a short film strip about the City (parks, swimming pool, biking trails, etc.) on the City's website at no cost. They would then solicit local businesses to see if they would be willing to advertise on the same site. ITMgr Lacey was concerned that there would be a pop-up that would appear the very first time a person would visit the site. The site would also be collecting data on who would visit the site. CHAIRMAN Wisneski was opposed to the idea that the City was endorsing this company by sending out solicitation letters on City stationary. PC Stanke says he has been approached many times to send out solicitations on Police Department stationary and he does not do it because it could convey the impression that the City endorses the person/company making the solicitation. The IT steering committee took no action on this request.

F. Committee discussion and recommendation on next IT Steering Committee meeting date - August 20th, third Wednesday.

After discussion, by consensus of the members present, the next Information Technology Steering Committee meeting will be held on Wednesday, August 20th, at 8:15 AM in the Gegan Room of the Menasha Public Library.

6. ADJOURNMENT

A.

Motion by PC Stanke, seconded by ITMgr Lacey to adjourn. Motion carried. Meeting adjourned at 11:34 AM .

Respectfully submitted,

Thomas Stoffel
Committee Secretary